WUMail Calendar – Adding Events and Meetings

## To **Add** an **Event** or **Meeting**, follow these steps:

- 1) In the navigation pane, click the **Calendar** tab. Your calendar displays in the view (**Day**, **Week**, **Horizontal Week**, **Month**, **List**) that was last displayed.
- 2) Click New and then Event in the toolbar or double-click in an open space. The Add/Edit Event window opens with the Description tab displayed. The default date displayed is either the current date or the last date that you viewed in your calendar.
- 3) Use the **Description** tab as follows:
  - Title: A name for the event
  - Start and End date and time for the event: Enter the Year, Month, Day, or click the Date icon to open the thumbnail calendar and navigate to the date you want. Enter the Hour and Minutes, or click the Clock icon to open a time bar and navigate to the time you want; as you scroll through the time bar, the hour column is to the left, the minutes column is to the right, and the time is indicated at top.
  - Priority: You can mark your event with a priority, Highest, High, Normal (default), Low, or Lowest. Your event emails display the priority icon selected.
  - All day: Whether or not the event is an all-day event; select the checkbox for Yes.
  - Show as busy: Whether the event displays as Busy for you in a Free/Busy lookup. De-select the checkbox if you want to be able to schedule other events in the same time slot and not get Conflict warnings.
  - **Private**: The event displays only in your calendar and not in other calendars even if **Read** or **Subscribe to** permissions are set.
  - **Description** text box: Enter a description of your event/meeting; an excerpt of the description shows in the calendar display.
  - **Email reminder**: From the shortcut menu, a chose a time when you want to receive a reminder for the event.
  - **Mobile reminder**: From the shortcut menu, choose a time when you want to receive a reminder for the event.
  - Attachments: Add a file attachment, such as an agenda, to your meeting
    email notifications by clicking Browse to navigate to the attachment and
    clicking Open to add it. The file name of the attachment displays beneath the
    File text box. Click the Delete icon to remove it.

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- Categories and More>>: Select an event category from the drop-down list.
   To characterize the event with more than one category, click More>> and select additional categories for the event.
- 4) Use the **Schedules** tab as follows:
  - User: Add people to your meeting by entering the name or nickname of a
    WUmail user or a contact in your contacts list and clicking Add. Find a
    user to add by clicking the blue User link to open the Find Users window.
    Note: Attendees invited in this way must have Request Meetings
    permissions selected (this permission is selected by default). Remove
    attendees from the Users list box by clicking the Delete icon. Invite
    external attendees— people not entered on your WUmail system—by
    entering their full email address.

**Location** text box: Add locations of meeting or event.

Click the **Conflicts** menu icon and then **Check Conflicts** or **Suggest Times**. If you clicked **Check Conflicts**, people who have scheduled events that conflict with your proposed time are highlighted in red in the **Users** column. If you clicked **Suggest Times**, the event's time block moves to a time period later in the free/busy grid where there are no scheduling conflicts.

- 5) Use the **Repeat options** tab (see Figure 42) as follows; choose one from the first six options:
  - **Do not repeat** (default): The event is a one time only event; does not repeat.
  - Repeat every day: The event repeats every day at the time specified on the **Description** tab.
  - Repeat every (select one) week (default) OR 2 weeks, 3 weeks, or 4 weeks AND select a day of the week Sun (Sunday), Mon (Monday), Tue (Tuesday), Wed (Wednesday), Thu (Thursday), Fri (Friday), Sat (Saturday). You may select more than one day of the week: The event repeats as specified at the time specified in Event time.
  - Repeat on the (select one) first (default) OR second, third, fourth, or last AND choose a day of the week from the shortcut menu AND choose a monthly increment from the drop-down list (default is month): The event repeats as specified at the time specified in Event time.
  - Repeat every month: The event repeats every month as specified in Event time.

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 Repeat every year: The event repeats every year as specified in Event time.

Choose one of the last two options to specify an end time for the repeating event; either:

- Repeat until: The event repeats until the entered date. Specify an ending
  date by entering the date in the text box (the date format depends on your
  locale). Alternatively, you can click the Calendar icon (picture), display the
  desired month by clicking the forward and backward arrows or use the scroll
  bars, and click the desired date. The date displays in the Repeat until box.
- **Repeat forever**: The event repeats as specified, indefinitely.
- 6) Click Add Event or Cancel. If you clicked Add Event, the event is added to your calendar. A dialog box also displays, asking whether you want to send email notifications to your attendees. (Click OK if you want the emails sent, or click Cancel if not.) If you clicked Cancel, the add or edit event operation is terminated. You are returned to the Calendar page.